

Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Debbie Mahone

2. **Database Title:** Bill Tracking

5. **Phone Number:** (804) 225-4337

3. **Database Acronym:** BT

6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office reviews all legislation introduced during each General Assembly session to ensure newly introduced bills have no conflict with existing state and federal laws. The bill tracking database is used during the session to electronically track bill reviews by attorneys. During the review process attorneys note any concerns or suggested amendments for the bills they are reviewing. Once the bills are passed by both the House and the Senate, attorneys complete the Governor's Review form where attorneys indicate if there is conflict with the existing state and federal laws. The database contains information regarding bills introduced each General Assembly session, attorney assignments to bills, attorney reviews on the bills, and reviews prepared for the governor on passed bills.

The information included in this database is subject to the "working papers," and/or work product, exclusions and is restricted from public access. In addition, Governor Reviews are subject to the attorney-client privilege exclusion.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☐ Monthly, Other: ☒

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

☒ I certify that the information provided above is correctly.

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Chris Coen
2. **Database Title:** Case Management DB 5. **Phone Number:** (804) 786-4785
3. **Database Acronym:** CMS 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office provides legal advice to state agencies and represents them in court. The Case Management database is used office-wide to assist the staff in keeping track of such advices and litigation in which the Office is involved, ensure attorneys meet critical deadlines, and run various reports. It stores information related to each case such as the date the case was received, status of the case, summary of the case, parties and agencies involved, date and type of documents filed, upcoming events, financial information such as amounts sought and settlement amount, and attorneys assigned to the case.

For any current/open cases, particularly litigation, there may be information exempt from FOIA. Communications with clients are protected from disclosure under attorney-client privilege. In some cases, it might be a violation of privilege to even disclose that there is a case.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format

Word, Excel, or hard copy

b. Cost

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Marlene Ebert
2. **Database Title:** Client Agency List 5. **Phone Number:** (804) 786-6565
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office provides legal advice to state agencies and represents them in court. The Client Agency List is used to keep track of clients (state agencies) and attorneys who are assigned to represent them. The information contained in the database includes state agency names, attorneys assigned to represent them, and secretaries assigned to the attorneys.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☒ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

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1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Donette Williams

2. **Database Title:** CLS

5. **Phone Number:** (804) 225-3103

3. **Database Acronym:**

6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office provides legal advice to state agencies and represents them in court. The Case Management database is used office-wide to assist the staff in keeping track of such advices and litigation in which the Office is involved.

The Construction section maintains a separate database, CLS (Construction Litigation Section). A small portion of the CLS database is duplicated in the office-wide Case Management database. The CLS database contains information on advice, claims, litigation and record retention for VDOT and various state agencies concerning construction matters.

For any current/open cases, particularly litigation, there may be information exempt from FOIA. Communications with clients are protected from disclosure under attorney-client privilege. In some cases, it might be a violation of privilege to even disclose that there is a case.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☒ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.

\$45/per hour, minimum 1 hour charge (deposit 1st hour)

\$5 deposit for each CD disk copy (estimated)

\$10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Debbie Mahone

2. **Database Title:** Conflict of Interest Opinions

5. **Phone Number:** (804) 225-4337

3. **Database Acronym:** COI Opinions

6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

This database contains conflict of interest opinions that are issued by the Attorney General. Attorneys in the Office use the database as an internal research tool. The database contains the requestors' names, contact information, information related to the companies/entities, which are the subject of the requests, dates of the requests, and links to the actual scanned opinions.

The information included in this database is subject to the "working papers," and "personal information" exclusions and is restricted from public access. In addition, conflict of interest opinions are subject to the attorney-client privilege exclusion.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☒ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

N/A

b. **Cost**

N/A

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Kelly Ford
2. **Database Title:** Collection Partner 5. **Phone Number:** (804) 786-3840
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

This database was used to track debts referred to the Office of the Attorney General, Division of Debt Collection. The Division of Debt Collection (DDC) maintains used this database to keep track of debtors and payments. This database contains debtor information and debt specific data. Information contained in the database came either from the referring agencies that utilize DDC services to collect debts owed to the Commonwealth of Virginia or was obtained by DDC personnel.

This database is no longer updated.

Personal information is not available to the public.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☐ Monthly, Other: ☒

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Kelly Ford
2. **Database Title:** CollectMax 5. **Phone Number:** (804) 786-3840
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

This database is used to track debts referred to the Office of the Attorney General, Division of Debt Collection. The Division of Debt Collection (DDC) maintains databases to keep track of debtors and payments, and produce documents related to collection activity. This database contains debtor information and debt specific data. Information contained in the database comes either from the referring agencies that utilize DDC services to collect debts owed to the Commonwealth of Virginia or is obtained by DDC personnel.

Personal information is not available to the public.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format

Word, Excel, or hard copy

b. Cost

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Craig Burshern
2. **Database Title:** DCSE Case Statistics 5. **Phone Number:** (804) 786-4362
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office represents the Department of Social Services, Division of Child Support Enforcement (DCSE) in its effort to collect child support on behalf of children and families. DCSE Case Statistics database is used by Office of the Attorney General Child Support Section to keep track of how many hearings were handled in each jurisdiction (court) by case type, lump sum/jail time ordered in the court, attorney timesheet hours by activities, and number of different questions answered by the attorneys.

The database does include the last names of some noncustodial parents and their child support case number. The information is confidential under Va. Code § 63.2-102 and 103.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format

Word, Excel, or hard copy

b. Cost

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:**

2. **Database Title:** FOIA

5. **Phone Number:**

3. **Database Acronym:**

6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The FOIA database is used to keep track of FOIA (Freedom of Information Act) requests that the Office receives so it can respond to them in a timely manner. The information contained in the database includes requestor name, date received, date due, subject, and who it is assigned to.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☐ Monthly, Other: ☒

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Lisa Seaborn

2. **Database Title:** Opinions Database

5. **Phone Number:** (804) 786-6425

3. **Database Acronym:**

6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office provides written legal advice in the form of official opinions to members of the General Assembly and statutorily authorized government officials. The Opinions database is an internal database used to monitor and track opinion requests and deadlines. The database contains information including opinion numbers, requestors, assigned attorneys, comments, and deadlines. The database is used only to track and monitor assignments and deadlines and does not contain actual opinions. The official opinions are available in published volumes, subscription-based services, and from the Attorney General's official website at <http://www.vaag.com/OPINIONS/index.html>.

The information included in this database is subject to the "working papers," and "personal information" exclusions and is restricted from public access. In addition, all pending opinions and informal and conflict of interest opinions are subject to the attorney-client privilege exclusion.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☐ Monthly, Other: ☒

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

b. **Cost**

N/A

N/A

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Ellen Gardner
2. **Database Title:** Outside Counsel Database 5. **Phone Number:** (804) 225-4776
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office supervises the appointment and payment of private attorneys hired by other state agencies for various matters (please refer to the link http://www.vaag.com/OUR_OFFICE/Special_Counsel_OAG_Objectives.pdf for details). The Outside Counsel database is used to keep track of such appointments, case assignments, and billing information. The database is currently not in use.

This database is no longer updated.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☐ Weekly, ☐ Monthly, Other: ☒

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. Format

Word, Excel, or hard copy

b. Cost

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Trudy Oliver-Cuoghi
2. **Database Title:** RELU Logs 5. **Phone Number:** (804) 786-7585
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office provides legal advice to state agencies and represents them in court. The Case Management database is used office-wide to assist the staff in keeping track of such advices and litigation in which the Office is involved. The Real Estate and Land Use section maintains a supplemental database to the Case Management database mainly for ease in printing reports specifically designed for real estate use. The information contained in the RELU logs is duplicated in the Case Management data. Note: The information maintained in these databases includes VDOT project number and status/recent activities for the case. The VDOT information contained for claims and/or litigation is all over two years old. VDOT cases are currently handled by the Construction Litigation Section.

For any current/open cases, particularly litigation, there may be information exempt from FOIA. Communications with clients are protected from disclosure under attorney-client privilege. In some cases, it might be a violation of privilege to even disclose that there is a case.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
\$5 deposit for each CD disk copy (estimated)
\$.10 deposit for each sheet hard copy (estimated)

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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Tom Gelozin
2. **Database Title:** Timesheet (Legal Billing) 5. **Phone Number:** (804) 786-3803
3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Office of the Attorney General represents state agencies in legal matters and gives advices. The timesheet system is used office-wide to track attorney time. It keeps track of attorney hours, agency, case numbers, and activities.

FOIA § 2.2-3705.1 exempts "Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other records protected by the attorney-client privilege."

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☒ Daily, ☐ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

Word, Excel, or hard copy

b. **Cost**

Time and material required to accommodate the request.
\$45/per hour, minimum 1 hour charge (deposit 1st hour)
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Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. **Public Body Name & Numeric Code:** Office of the Attorney General 4. **Point of Contact:** Corrine Vaughan

2. **Database Title:** Victim Notification Program Databases 5. **Phone Number:** (804) 786-5284

3. **Database Acronym:** 6. **Date:** 8/26/2008

7. **Database Description and Contents:** *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

The Attorney General's Office assists victims of crime who are following criminal cases at the appellate level, victims whose cases are going through the Civil Commitment of the Sexually Violent Predator process and victims of identity theft. The Victim Notification section maintains a collection of databases to track services rendered to victims of and witnesses to a criminal act. The databases are as follows:

- Victims' database: Data includes information (names, addresses, social security numbers, etc) to allow the Program to identify, locate, and notify victims and witnesses of the status and disposition of their cases. Also maintains same information on defendant(s) in each case.
- ID Theft database: Data includes information (names, addresses, social security numbers, driver's license numbers, etc) to allow the Program to identify, verify and assist victims of ID theft.
- Client Information Management System (CIMS) database: Data includes information (names, address, social security numbers, etc. on all victims serviced by the program.

Restricted – information personal. The data contained in these databases is not available to the public. The data is available only to law enforcement, federal and state local agencies and departments involved in carrying out the purpose of providing victim notification and assistance.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update:** 9. **Frequency of Update:** ☐ Daily, ☒ Weekly, ☐ Monthly, Other: ☐

10. **Formats Available and Schedule of Fees:** *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format**

N/A

b. **Cost**

N/A

☒ I certify that the information provided above is correctly.

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